



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
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MEMORANDUM FOR DISTRIBUTION C
MAJCOM/FOA/DRU

SUBJECT: Air Force Policy Memorandum on Air Force Policy Directive (APFD) 23-1,
Materiel Management Policy and Procedures

Releasability: There are no releasability restrictions on this publication.

This is an AF Policy Memorandum immediately changing AFPD 23-1. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

AFPD 23-1 is hereby changed to remove references to DoD Directive 4500.36, *Management, Acquisition, and Use of Motor Vehicles* and related policy in paragraphs 9, 10, 11.2, 11.6, 11.8 - 11.11. The policy is now located in AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*. This change applies to all Air Force materiel management and vehicle maintenance functions subject to or affected by requirements in this policy directive.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual 33-363, *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

The policy in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of AFPD 23-1, whichever is earlier.

Any questions concerning this Memorandum please contact SMSgt Taurus Hawk AF/A4LM DSN 312-425-0512, Commercial (703) 588-0512 or SMSgt David Matos AF/A4LE DSN 312-426-4368 or Commercial (703) 696-4368.

MICHAEL B. DONLEY
Secretary of the Air Force

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 23-1

10 MARCH 2006

Incorporating Change 1, 10 APRIL 2009

Materiel Management

**MATERIEL MANAGEMENT POLICY AND
PROCEDURES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/A4RM (Lt. Col. Ricky L. Milligan)

Certified by: HQ USAF/A4R
(Brig Gen Gary T. McCoy)

Supersedes: AFPD 23-1, 2 January 1998

Pages: 5

This directive implements DoD Directive 1225.6, Equipping the Reserve Forces, DoD Directive 4140.1, Supply Chain Materiel Management Policy, DoD Directive 4140.25, DoD Management Policy for Energy Commodities and Related Services, DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items, DoD 4140.27-M, Shelf-Life Item Management Manual, DoDI 4140.50, Management of DoD Locomotives, DoD Directive 4140.58, National Guard and Reserve Equipment Report, and DoD Directive 4500.36-R, Management, Acquisition, and Use of Motor Vehicles. This policy applies to all personnel (military, civilian, and contractors) working for the United States Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>.

SUMMARY OF CHANGES

This publication has been changed to remove references to fuel, cryogenic, and missile propellants programs. Policy for this information has been moved to AFD 23-2, *Management of US Air Force Bulk Petroleum Products and Missile Propellants*.

1. Materiel is required by the Air Force to properly support its weapon systems, facilities, and people. The Air Force must determine those needs and stock sufficient supplies, equipment (including tanks, racks, adapters, and pylons [TRAP]) to meet operational needs around the world and effectively manage its materiel resources from the time they are ordered until they are released for use. This directive establishes policy for determining and stocking materiel requirements and provides policies for ordering, receiving, storing, and issuing materiel, and ensuring stored materiel do not harm the environment. Additionally, the Air Force uses motor vehicles, watercraft, and railroad assets to accomplish its missions. The Air Force must account for, manage, and maintain these assets so they are safe, efficient, and environmentally sound. Toward those ends, this directive establishes policies to ensure the Air

Force has people who are trained, management systems that are effective, and procedures that enable the Air Force to incorporate technological advances, all in compliance with the requirements of public law.

2. The Air Force will establish wholesale and retail stockage objectives for peacetime and war reserve materiel (WRM) requirements to support the combatant commanders (COCOM) war plans and war mobilization planning (WMP) documents that minimize investment and maximize weapon system readiness. Stockage objectives will be consistently applied during provisioning and replenishment cycles. Appropriate measures will be established to track the effectiveness in maintaining these objectives. Air Force commanders will ensure that items will be requisitioned from the source of supply and issued according to Department of Defense (DoD) priority systems.

3. To the maximum extent possible, the Air Force will introduce new items into the inventory concurrent with the provisioning process. All items will be established and the logistics information maintained within the DoD Federal Logistics Information System (FLIS).

4. Air Force inventory management personnel will minimize budget investments and attempt to reduce total life cycle costs in acquiring and maintaining inventory. Wholesale and retail activities shall have visibility of serviceable items transferred to DRMS and, when practical, shall recall them for reutilization in lieu of initiating a new procurement.

5. Deleted.

6. The Air Force will ensure compliance with Air Force Occupational Safety and Health Standards, environmental policies, and associated technical data in the ordering, storing, and issuance of materiel.

7. Air Force commanders will ensure that all Air Force controlled supplies and materiel received, stored, and issued are accurately accounted for and reported to Air Force and DoD agencies, as required. In-transit visibility of assets is a critical objective of all Airmen.

8. The Air Force will establish programs to ensure that materiel in storage are maintained in a ready status and to prevent its deterioration or loss of materiel.

9. The Air Force will authorize and acquire the minimum number of motor vehicles, watercraft, and railroad assets needed to meet its mission requirements, using pooled services from base level logistics readiness squadrons as much as practical. The Air Force will acquire and retain railway assets and watercraft only to satisfy requirements that commercial services cannot meet.

9.1. The Air Force will aggressively acquire and use alternative fuel motor vehicles to conserve fuel and to protect the environment. Airmen will operate AF vehicles in a safe and energy efficient manner at all times.

9.2. The Air Force will consider leasing vehicles as an alternative to the Air Force Vehicle Buy Program, by using interagency motor pools or commercial agencies when such leases promote economies and do not impair the mission.

10. The Air Force will account for registered vehicles and non-registered vehicular equipment including locomotives and watercraft.

11. The following responsibilities and authorities are established:

11.1. HQ USAF/A4 is responsible for broad policy and oversight of fuels, supplies, vehicles, and materiel management as well as overall guidance on material requirements and stockage policy.

11.2. The Air Force will have a Vehicle and Equipment Management Support Office (VEMSO) to act as an adjunct staff to all the major command (MAJCOM) vehicle and equipment management staffs. VEMSO is responsible for all data collection and draft report generation required above the

MAJCOM level. While they are responsible for the data collection and draft report generation, each MAJCOM finalizes their own written narrative to those reports as required.

11.3. The Headquarters Operations and Sustainment Systems Group (HQ OSSG) is responsible for implementation and maintenance of the associated procedures in SBSS.

11.4. Deleted.

11.5. HQ USAF/A4RM provides guidance on, manages Air Force requirements, and measures compliance with, management and maintenance policies covered in this directive. HQ USAF/A4RM also directs peacetime repositioning of assets.

11.6. HQ USAF/A4PR programs and budgets for funds to acquire equipment and vehicles, including watercraft and railroad assets.

11.7. MAJCOM and field operating agencies (FOA) carry out the policies covered in this directive and help bases to comply.

11.7.1. Headquarters Air Force Materiel Command (HQ AFMC) is responsible for implementing methods and maintaining models for computing wholesale requirements to support the COCOM's war plans and WMP documents, and for implementing methods and maintaining models for computing additive requirements for consumable items to sources of supply other than Air Force. HQ AFMC is also responsible for determining inventory reporting requirements outlined by this policy.

11.8. MAJCOM Logistics Readiness Directors, or equivalent, may authorize contractors to use Air Force vehicles when needed for contract work if determined to be in the best interest of the Air Force.

11.9. Logistics readiness squadrons on installations manage and control Air Force vehicles. They also maintain vehicles acquired with appropriated funds and bearing US Air Force registration numbers and certain nonregistered vehicles and equipment. For nonregistered vehicles and equipment that cost less than \$10,000, the using organizations provide the maintenance.

11.10. Units that use motor vehicles, locomotives, and watercraft will perform operator care, inspections, and organizational maintenance and operate vehicles in the most energy efficient manner, consistent with mission accomplishment.

11.11. Vehicles procured with nonappropriated funds are exempt from this policy directive.

12. See Attachment 1 for applicable glossary, terms explained, and reference information.

MICHAEL B. DONLEY
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 23-5, *Reusing and Disposing of Materiel*, 26 March 2001

AFPD 24-3, *Operation, Maintenance and Use of Transportation Vehicles and Equipment*, 6 September 2006

AFH 24-320, *Expeditionary Vehicle Management*, 6 April 2005

AFI 24-301, *Vehicle Management*, 1 November 2001

AFMAN 23-110, *USAF Supply Manual*, 1 October 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD Directive 1225.6, *Equipping the Reserve Forces*, 7 April 2005

DoD Directive 4140.1, *Supply Chain Materiel Management Policy*, 22 April 2004

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, 23 May 2003

DoD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items*, 16 May 1997

DoD 4140.27-M, *Shelf-Life Item Management Manual*, 5 May 2003

DoDI 4140.50, *Management of DoD Locomotives*, 9 December 1982

DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, 16 March 2007

Title 10, United States Code, Subtitle D, Part IV, Chapter 953, Section 9832, *Property Accountability; Regulations*, 12 July 2005

Title 40 United States Code, Subtitle I, Chapter 5, Subchapter VI, Section 601 through 611, *Motor Vehicle Pools and Transportation Systems*, 28 January 2005

Title 49, Code of Federal Regulations, *Transportation*, 1 October 2004

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 20 July 2007

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AFMAN—Air Force Manual

COCOM—Combatant Commander

CWT—Customer Wait Time

DoD—Department of Defense

DRMS—Defense Reutilization Marketing Service

FLIS—Federal Logistics Information System

FOA—Field Operating Agency

MICAP—Mission Capability

RDS—Record Disposition Schedule

SBSS—Standard Base Supply System

TCTO—Time Compliance Technical Order

TRAP—Tanks, Racks, Adapters, and Pylons

VEMSO—Vehicle and Equipment Management Support Office

WMP—War Mobilization Planning

WRM—War Reserve Materiel

Terms

Active Inventory—Portion of on-hand assets that supports current requirements.

Federal Logistics Information System—Single source of cataloging and related logistics data maintained within DoD.

Inactive Inventory—Portion of the inventory not required for the current and budget years.

Provisioning—Management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

Requisition—Order for materiel, from the source of supply, by an authorized organization.

Retail Level Inventory—Stock held in the custody or on the records of Air Force supply organizations below the wholesale level.

Source Of Supply—Any government organization exercising control over materiel.

Standard Base Supply System—The automated inventory system that provides all base retail activities with supply and property accounting.

Tanks, Racks, Adapters, and Pylons—Those assets used to configure an aircraft for its various operational missions. They can be installed or removed as required.

Time Compliance Technical Order—A requirement to take action(s) according to a technical order that specifies the period within or date by which the required action(s) must be completed.

War Reserve Materiel—Stock required to sustain operations for the scenarios authorized for sustainability planning in the COCOM war plans and WMP documents.

Wholesale Level Inventory—Stock over which inventory managers at Air Force Air Logistics Centers compute worldwide requirements, have asset knowledge, and exercise asset control to meet worldwide inventory management responsibilities.